



Association for
Performing Arts
& Entertainment
Professionals

usitt.org

United States Institute for
Theatre Technology, Inc.

290 Elwood Davis Road | Suite 100
Liverpool, NY 13088

T 800.938.7488 or 315.463.6463
F 866.398.7488 or 315.463.6525

info@usitt.org

BOARD MENTORSHIP PROGRAM

Criteria and Guidelines for Application

In an ongoing effort to bring national focus to and build expertise around volunteer leadership skills for emerging professionals serving non-profit boards, USITT has launched a Board Mentorship program. Entering its fifth year, the program is focused on board member service opportunities for university students and early career professionals. The USITT Board Mentorship program will emphasize developing board leadership skills, particularly for membership organizations and/or arts and culture organizations (like USITT) as the lens for the training. Educational opportunity and objective is primary, with recruitment being a secondary, potential outcome for the Institute.

Eligibility:

- Can be a University Student or Early Career Professional (having graduated within the last three years)

Submission Period: August 1, 2018, through October 15, 2018.

- Submissions can be made at <http://www.usitt.org/board-mentor-program/>

Selection Process:

- Five candidates will be selected as finalists.
- From the five finalists, one will be notified of their selection in November.
- The new board mentee will begin their board experience with an invitation to attend the March 2019 Conference in Louisville, Kentucky for their initial orientation.
- The Board appointment begins July 1, 2019, and continues until June 30, 2020; however, the mentorship experience begins at the 2019 Conference and includes:
 - Access to board information and privileges (Basecamp, board documents of USITT)
 - Participation in three electronic board meetings and two face-to-face board meetings
 - Travel and accommodations to the Annual Conference & Stage Expo, March 20-23, 2019 in Louisville, Kentucky.
 - Travel and accommodations to the Annual Retreat (August 2019)
 - Travel and accommodations to the Annual Conference & Stage Expo, April 1-4 2020 in Houston, Texas.
 - One year USITT membership (March 2019 - March 2020) If you are already a member, your membership will be extended by a year.

Total estimated value of board mentorship package: \$3,000-\$3,500.

SCHEDULE OF MEETINGS FOR 2018-2019 YEAR: (times are subject to change)

- March 20-23, 2019 Annual Conference & Stage Expo, Louisville (meeting times and travel days TBA)
 - Monday, March 18 at 6pm—President's reception (note: PRE-CONFERENCE)
 - Tuesday, March 19 at 9am - 5pm—All Day board meeting (note: PRE-CONFERENCE)
 - Tuesday, March 19 at 6-9pm—New Board Member dinner and orientation (PC)
 - Wednesday, March 20 at 9:30-11:00am—Annual Members meeting
 - Thursday, March 21—Volunteer and Leadership Opportunities in the Institute (9:30am-11am)
 - Friday, March 22—Board Orientation (4-5:30pm)
 - Saturday, March 23 —Meet with Deb Sherrer for post-mortem on board experience with outgoing 2018-19 Mentee, Beth Geatches
- May/June 2019 TBA at 1:30pm EST (E-Board meeting)
- August 2019 Annual BOD Retreat (location and dates TBA)
- November 2019 at 1:30pm EST (E-Board meeting)
- Early to mid-January 2020 at 1:30pm EST (E-Board meeting)
- April 1-4, 2020 at the Annual Conference & Stage Expo, in Houston, Texas, arriving in time for PRE-CONFERENCE meetings on March 30 and March 31, 2020.

THE APPLICATION PROCESS/CRITERIA FOR SELECTION

- Junior/Senior status undergraduate (60 cr. hours or more on transcript) or current graduate student or early career professional (within three years of graduation.) If selected, current students will need to provide an unofficial transcript and applicants who have graduated will need to provide proof of graduation year.
- Online application, which includes:
 - Where the applicant attends(ed) university, college, or post-secondary school
 - Area of study/major/degree
 - Contact information
 - Acknowledgement of commitment to the schedule, should they be selected
 - Answer the following questions:
 - What do you hope to gain from this opportunity?
 - What do you hope to contribute to this opportunity?
- Upload Resume
- Upload a letter of recommendation from a faculty/staff member in your current university program or a professional colleague/supervisor, who can speak to your leadership abilities and how they see this opportunity benefitting your career aspirations.

IF SELECTED AS ONE OF THE FIVE FINALISTS:

Interview with admissions panel (to be held by phone or Skype in October 2018.)

If you are awarded a Mentorship opportunity, you will be asked to commit to the meeting dates as stated above, to the best of your ability. If you know that you will be unable to make most of the opportunities (particularly the face-to-face meetings) we ask that you re-consider applying for the program.